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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FOOD SERVICE**

**ADMINISTRATIVE POLICY NO. 5  
SCHOOL YEAR 2005-2006**

**SUBJECT:** National Daily Attendance Factor

**DATE:** October 12, 2005

Effective with the October 2005 School Meals Program Claim for Reimbursement, the new national daily attendance factor is 93.5%. The attendance factor is a percentage determined by USDA at least once each year that accounts for the difference between enrollment and attendance. The factor is calculated by dividing the total national average daily attendance by the total enrollment.

School food authorities must document any reported TOTAL MEAL SERVINGS that exceed 93.5% of enrollment multiplied by days served. The same documentation is required for total FREE MEALS and total REDUCED PRICE MEALS that exceed the established attendance factor (multiply number of reported Free and/or Reduced Price eligible students by number of days served by 93.5%). Without completion of the documentation, claims exceeding the 93.5% factor cannot be submitted for payment.

The required documentation is part of the monthly claim form. Each time the number of meals for a site exceeds the attendance factor, an error will be displayed and you will need to click the "Exceeds Attendance Factor" button. The "Justification for Exceeding the Attendance Factor" form will be displayed. The reason(s) for exceeding the factor must be entered and the form submitted (online) in order to certify the claim.

If it is known that the factor will be exceeded for consecutive, multiple months of the year, select "Justification for School Year 2005/2006" at the top of the form. This will eliminate the need for filling out the form again for the remainder of the year. If circumstances have caused the factor to be exceeded only during a particular month, select "Justification for Current Month Only".

Questions regarding this memo can be directed to Pat Arend at 517-373-2438 or [arendp@michigan.gov](mailto:arendp@michigan.gov).

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